

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
001	Agreements, Contracts and Leases - Construction, Improvements to Real Property and Facilities Executed agreements and contracts for construction and/or improvements to the City's real property and facilities .	Addendums and Amendments Attachments / Exhibits Bids, Awards Bonds Certificates of Insurance and Endorsements Change Orders Disclosures Exhibits Letters of Intent Memoranda of Agreement (MOAs) Professional Services Agreements Proposals, Quotations Proof of Insurance Certificates Statements of Work (SOWs) Successful Requests for Proposal (RFP) Warranties	Police	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 48 CFR 4.705-3(h) - (4Y)
002	Agreements, Contracts and Leases - Goods and Services Executed agreements and contracts for goods and services (which includes all types of contracts, such as an agreement, franchise, lease, MOA, MOU and associated ancillary documents, between the City and other parties.	Addendums and Amendments Attachments / Exhibits Bids, Awards Bonds Certificates of Insurance and Endorsements Change Orders Concessions Disclosures Exhibits Franchises Letters of Intent Notices of Intent Proposals, Quotations Proof of Insurance Certificates Receiving Reports Specifications Statements of Work (SOWs) Successful Requests for Proposal (RFP) Warranties	Police	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1(b) - (4Y) US - 48 CFR 4.705-3(f) - (4Y)
003	Emergency Management All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Operations Center.	Business Continuity Plans Emergency Communication Disaster Recovery Plan Drill Records and Employee Training Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operation Plans Emergency Operations Center Emergency Preparedness Emergency Response Programs Evacuation Plans Hazard Mitigation Plan	Police	While Active+10Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
004	Employee Training All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, beyond what is required for position.	Briefing/Unit Training Certification Records Compliance Training Individual Education, Development	Police	Separation+5Y	CA - 8 CCR 3203(b)(2) - (1Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) Santa Clara Municipal Code 2.80.045 - (MAINT) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS								
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year								
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments			
005	Employee Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Attendance Lists Presentation Materials PowerPoint Slide Decks Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	Police	10Y	CA - 8 CCR 3203(b)(2) - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) US - 29 CFR 1602.14 - (1Y) Santa Clara Municipal Code 2.80.045 - (MAINT) Santa Clara Municipal Code 2.80.050 - (MAINT)			
006	Grants and External Funding Sources Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Combined Federal, State, Local Grants - Federal Grants - Local Grants - State Grants	Applications (<i>including project proposals</i>) Audits Award Notification Funding Requests (<i>State Funded</i>) Grant Administration Grant Evaluations Grant Funding Grant Invoices Payroll (<i>certified, Davis Bacon</i>) Program Rules, Regulations, Procedures Reports to Funding Agencies Semi-annual Labor Reports	Police	While Active+7Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - Office of Emergency Services 2019 Subrecipient Handbook §11210 - (AC+7Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) Santa Clara Municipal Code 2.80.050 - (MAINT) Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence.			
007	Policies and Procedures All administrative documentation of City policies and procedures.	Acronyms Administrative Policies Administrative Regulations Directives General Orders Guidelines Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Standards	Police	While Active+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) Santa Clara Municipal Code 2.80.050 - (MAINT)			
008	Procurement - RFP, RFQ, RFI, Bids <u>Not</u> Awarded Records and information received in response to the City's requisitioning of goods services, or real property, but where the purchase order, contract, or agreement was not awarded.	Bids (<i>unaccepted, rejected</i>) Exhibits Price Lists Quotations Requisitions Scorecards Specifications Unsuccessful Invitation for Bids (IFB) Unsuccessful Requests for Information (<i>RFI</i>) Unsuccessful Requests for Proposal (<i>RFP</i>) Unsuccessful Requests for Quote (<i>RFQ</i>)	Police	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)			
009	Public Information Requests Records requested by the public, required for provision to the public, and related inquiries.	Collection Lists Formal Public Records Requests Inquiries Local Appointments List (Maddy Act) Subpoenas duces tecum Subpoenas for Records (other than for City legal actions)	Police	While Active+2Y	CA - GOV 34090 - (2Y)			

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
010	Code Enforcement Records and information documenting compliance with City codes, including such issues as: - Vehicle related, e.g., abandoned, parking - Yard/garage sales - Graffiti - Illegal dumping - Vacant/abandoned buildings - Property maintenance - Abandoned shopping carts - Prohibited signage - Home occupations	Administrative Citations Audio Recordings of Hearings Certificates of Nuisance and Abatement Citations Compliance with Conditions of Approval Inspections / Enforcement (<i>business, residential</i>) Investigations Notices of Noncompliance Notices of Violation Photographs	Police	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802(d)(4) - (4Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT) NOTE: Records for repeat offenders may be retained longer to document a history of violations
011	Accounts Payable and Receivable Records and information related to the accounting of monies paid or received by the City, as well as the Mendota Community Corporation (MCC), including payment for financial obligations.	Aging Reports Asset Forfeiture Funds Bequests Cash Management Records (<i>cash disbursement, cash register receipts, cash receipts</i>) County Tax Payments Credit Memos Donations Expense Reports, Reimbursements for Employees and Officials Fees and Taxes FEMA Reimbursements Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Public Safety Tax Purchasing Card Expense Reconciliation/Allocations Receivables Reconciliations Refunds Sales and Use Taxes Paid Tax Revenue (<i>e.g., gas taxes, property taxes, utility user taxes</i>)	Police	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 97.42 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
012	Audits - Internal, External and Administration Records and information related to both internal and external audits of City activities and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit Schedules Audit Workpapers Auditors Reports General Purpose Financial Audits, Single Audits Management Responses Responses	Police	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
013	Payroll Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Benefit Payments Deduction Authorizations, Registers, Reports Deferred Compensation Educational Reimbursements Employee Master File Federal and State Tax Garnishments Overtime Authorizations Payables Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls, Earnings Payroll Taxes PERS Reporting Processing Reports, Reports to Government Salary Schedules Timekeeping Records (<i>timecards, out of class forms/reports, extra help requests</i>) W-2, W-4	Police	6Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 8 CCR 11040(7)(c) - (3Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - LAB 226a - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5(e) - (3Y) CA - UIC 1132 - (LA3Y) US - 20 CFR 655.760 - (3Y) US - 26 CFR 31.6001-1(e)(2) - (5Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
014	Personnel Records All documents related to paid employees (full and part-time), unpaid volunteers, and interns including but not limited to: - selection/hiring - assignments - promotion - demotion - transfer - layoff / recall / out-placement - separation / discharge / resignation - pay rates / other terms of compensation - work authorizations - benefit actions - leave records - job required trainings - POST training for Peace Officers - Ethics - FEMA/SEMS/CSTI - Fire Extinguisher - First Aid/CPR - Harassment - Privacy - Safety - Specialized Equipment - Child Protective Services & Boundaries	Applications Awards, Commendations, Certificates Benefit Actions (<i>enrollment, claims, changes, life events, retirement</i>) DMV Records (<i>pull notices</i>) Employee Driver Qualification Files Employee Policy Acknowledgements FMLA Leave Records I-9 Documents & Immigration Supporting Documentation Individual Employee Agreements, Contracts (<i>copies</i>) Individual Education, Development, Training Records Job Offer Letters, Conditional Offers of Employment Oaths of Office Performance Evaluations, Reviews or PIPs Recognition Records Pertaining to EE Driving Records Volunteer Acknowledgements, Waivers, Executed Policy Receipts	Police	Separation+5Y	CA - 2 CCR 11013(c) - (AC+2Y) CA - GOV 12946 - (T+2Y) CA - GOV 34090 - (2Y) CA - LAB 1198.5(c)(1) - (T+3Y) CA - LAB 2810.8(b)(4) - (3Y) CA - VEH 1808.1(c) - (1Y) US - 8 CFR 274a.2 - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y) US - 29 CFR 825.500(b) - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3(b) - (T+1Y) US - 41 CFR 60-1.12(a) - (AC+2Y) US - 41 CFR 60-741.80 - (AC+2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
015	Recruitment Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including: - Applications and related records of candidates interviewed but not hired or accepted - Applications received but not acted upon	Applications, CVs, Resumes (<i>rejected, unsolicited</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Packets Drug Testing, Pre-Hire Screening - candidates not hired/accepted Eligible Lists Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Personal History Statement (PHS) Rating Sheets Temporary Staffing Test Results Test and Examination Materials Unpaid Interns (<i>rejected</i>) Volunteers (<i>rejected</i>)	Police	5Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
016	Criminal Registrations - Adult Arsonists and Sex Offenders Records for those required to register as sex offenders or adult arsonists.	Case Files Reports	Police	Life*	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290(d) - (Tier 1 - 10Y; Tier 2 - 20Y; Tier 3 - Life of Offender) CA - PEN 457.1(b)(2) - (Life of Arsonist) Santa Clara Municipal Code 2.80.050 - (MAINT) * Life of the offender
017	Criminal Registrations - Gangs Records for those required to register as gang violence offenders.	Case Files Reports	Police	CU+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 186.32(c) - (5Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
018	Criminal Registrations - Juvenile Arsonists Records for those juveniles required to register as arsonists.	Compliance History Offender Information Offense Information Registration Information Reporting Requirements	Police	Age 25 or SEAL+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 457.1(d) - (Upon reaching age of 25 or when records are sealed) CA - WIC 781(d) - (SEAL+5Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
019	Non-Criminal Police Incident Reports Records and information of suspicious circumstances, overdoses, reports of assistance granted to outside agencies, reports of incidents taken at Levi Stadium, and any other non-criminal police reports not described elsewhere.	Reports Statements	Police	CU+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 (2) Santa Clara Municipal Code 2.80.050 - (MAINT)
020	Parking Enforcement and Traffic Control Records and information of the Police Department's activities to enforce parking ordinances and control City traffic.	Parking Citations Payment Information Residential Parking Permits	Police	4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
021	Police - Community Outreach, Engagement, and Public Relations Records and information regarding internal and external-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of Police Department staff and for the local community, including: - Coffee with a Cop - Community Policing - National Night Out - Police Citizens' Academy - Resources for Schools - Chiefs Advisory Committee	Applications Brochures, Flyers Equipment Demonstrations FAQs Flyers Media Packets Newsletter PowerPoint Presentations Press Releases Public / Media Inquiries Public Information / Outreach / Education Public Surveys Publicity Files Registrations Social Media Documentation Speeches Tours	Police	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
022	Police - Complaints, Internal Investigations - No Sustained Finding of Misconduct Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving Police department employees (includes officer involved shootings) where there is no sustained finding of misconduct.	Actions Taken Citizen Complaints IA Investigative File Personnel Complaint Packet Statistics and Reports	Police	Completion of Investigation+5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y, where there is not a sustained finding of misconduct) CA - VEH 2547 - (3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
023	Police - Complaints, Internal Investigations - Sustained Finding of Misconduct Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving Police department employees (includes officer involved shootings) where there is a sustained finding of misconduct.	Citizen Complaints Departmental Actions	Police	Final Resolution+15Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (15Y, where there is a sustained finding of misconduct) CA - VEH 2547 - (3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
024	Police - General Support and Administrative Records Records of general department support activities and administrative reports received and/or generated in the routine course of law enforcement activities and not associated with a case number.	Activity Reports Annual Summaries Citizen's Academy Daily Bulletins Donations (<i>monetary, in-kind</i>) Hospital Mandated Reports Logs (<i>booking, incidents, gun/narcotics destruction, training</i>) Juvenile Detention Logs LiveScan Research (<i>for non-City organizations</i>) Military Equipment Reports NIBRS Reports Official Department Correspondence Organization Charts Published Reports Racial Identity and Profiling Act Data Regulatory Reports Ride-Along Program Records (<i>waiver forms</i>) Shift Rosters Statistics (<i>criminal, non-criminal</i>) Traffic Stops Reporting Vehicles Assignments Watch Commander Reports	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT) Santa Clara Municipal Code 2.80.080 - (1Y)
025	Police - Permits Issued Documentation of permits issued by the Police department for activities including those for: - Adult Book Stores - Alarms (residential, commercial) - Bicycles - Bingo Establishments - Closing-out Sales - Concealed Weapon - Curb Painters - Firearm Dealers - Food Trucks - Massage Establishments - Mobile Food Trucks - Motor Funeral Escort Drivers - Pawn/Second-hand Dealers - Private Security - Public Entertainment - Residential Parking - Solicitor/Peddler/Street Vending - Taxicabs/Pedicabs - Tow Drivers	Applications Complaints Fees Collected Renewals	Police	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT) Santa Clara Municipal Code 5.05.250 - (1Y) Santa Clara Municipal Code 5.30.090 - (2Y) Santa Clara Municipal Code 5.35.060 - (1Y) Santa Clara Municipal Code 5.35.370 - (1Y) Santa Clara Municipal Code 5.35.470 - (1Y) Santa Clara Municipal Code 5.40.090 - (1Y) Santa Clara Municipal Code 5.75.190 - (1Y) Santa Clara Municipal Code 8.40.030 - (1Y)
026	Police - Seized or Unclaimed Property Records Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number or considered as evidence in a criminal investigation.	Notice to Claim Property Letters Property Dispositions Property Receipts Purge Manifest	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT)

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
027	Police Case Files - Arson Investigations Records and information associated with arson investigations.	Case Files Evidence Files Investigations	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 799 (PR) CA - PEN 800 (LA6Y) CA - PEN 801 - (LA3Y) Santa Clara Municipal Code 2.80.050 - (MAINT)
028	Police Case Files - Assaults on Police Officers Records and information created in the documenting of a felony or misdemeanor assault of a police officer with or without weapons.	Reports Statements	Police	While Active+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 (2) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
029	Police Case Files - Dead Bodies Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found.	Reports Statements	Police	While Active+10Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 799 - (PR) Santa Clara Municipal Code 2.80.050 - (MAINT) * Case is active until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see "Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust" below).
030	Police Case Files - Domestic Violence Records, crime reports and evidence associated with investigations and served protective orders for domestic violence.	Criminal Protective Orders Reports Restraining Orders Statements	Police	While Active+10Y	CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) CA - PEN 13710 (MAINT) Santa Clara Municipal Code 2.80.050 - (MAINT)
031	Police Case Files - Felonies, Excluding Murder/Homicide, Capital Offenses, Crimes of Sexual Violence, Child Abuse, Elder Abuse, and Violations of Public Trust Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations.	Case Files Reports	Police	While Active*+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT) * Case becomes inactive when it has been adjudicated, all appeals exhausted or all time served.

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
032	Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, embezzlement of public funds, 5150 cases, mental health, or falsification of public documents.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT) No limitation on commencement of action; PC §261, 286, 288, 288a, 288.5, 289, 289.5, and 799.
033	Police Case Files - Misdemeanors, Infractions Records, crime reports and evidence of misdemeanors and infractions, including traffic incidents and parking/moving citations and appeals.	Appeals Case Files Reports	Police	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
034	Police Case Files - Missing Persons, Protective Custody and Runaways Records, crime reports and evidence associated with missing persons and runaways.	Case Files Reports	Police	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide Santa Clara Municipal Code 2.80.050 - (MAINT) * Case remains active until solved
035	Police Case Files - Sealing of Records Records of court orders to seal records.	Case Files Reports	Police	SEAL*+3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT) CA - WIC 781.5(a) - (SEAL+3Y) Santa Clara Municipal Code 2.80.050 - (MAINT) *SEAL = Date Records Sealed
036	Police Case Files - Stolen Property Records, crime reports and evidence associated with stolen property.	Case Files Reports	Police	While Active+3Y	CA - CCP 338(c) - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT) * Case remains active until solved
037	Police Case Files - Traffic Collisions - Fatal Records, crime reports and evidence associated with traffic collisions involving fatalities.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide, 4th Edition (2022) Santa Clara Municipal Code 2.80.050 - (MAINT)
038	Police Dispatch Telephone and Radio Communications Records Routine daily recording of telephone communications and all radio communications relating to the operations of the department.	Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings	Police	6M*	CA - GOV 34090.6 - (Routine Audio: 100D) Santa Clara Municipal Code 2.80.050 - (MAINT) * Note: If recordings are evidence in any criminal prosecution, the recording becomes part of the case file. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

City of Santa Clara
Police Department Records Retention Schedule

ACRONYMS USED IN LEGAL CITATIONS					
AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
039	Police K-9 Records Records documenting the acquisition, assignment and care of the Police Department's K-9 unit.	Acquisition Records Assignment and Ownership Records K-9 Program Records Maintenance and Care	Police	Life*+3Y	CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT) *Life of the animal.
040	Police Routine Body-Worn Camera Records Recordings of routine body-worn camera (BWC) video monitoring to include time and date of video, location of video and other related information not assigned to a case.	Body-Worn Camera Recordings (<i>body cam, BWC</i>)	Police	60D*	CA - PEN 832.18(b)(5)(A) - (60D) Santa Clara Municipal Code 2.80.050 - (MAINT) *Note: 60 day retention is for non-evidentiary recordings, only. Evidentiary recordings become part of the case file. *Exception: If the recording is of an incident involving the use of force by a peace officer or an officer-involved shooting, or it is relevant to a formal or informal complaint against a law enforcement officer or a law enforcement agency, the recording should be retained for applicable retention period.
041	Police Routine Body-Worn Camera Video - Records of Access and Deletion of Recordings Records and logs of access and subsequent deletion of body-worn camera video recordings.	Access Log Deletion Logs Reason for Access Video File information	Police	Permanent	CA - PEN 832.18(b)(5)(E) - (PR) Santa Clara Municipal Code 2.80.050 - (MAINT)
042	Police Routine Data Collection and Video Records Recordings of routine audio and video monitoring, other than body-worn camera recordings, to include time and date of recording, location, and other related information.	Automated License Plate Reader Building Surveillance Recordings Interview Rooms Routine CED Downloads	Police	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y) Santa Clara Municipal Code 2.80.050 - (MAINT) *Note: If recordings are evidence in any criminal prosecution, the recording becomes part of the case file. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.
043	Security, Access Operations Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Building Security Forms Daily Activity Logs Facility Key Lists Key Cards Security Guards Transaction Logs Visitor's Logs	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Santa Clara Municipal Code 2.80.050 - (MAINT)